

SERGEANT

Purpose:

To actively support and uphold the City's stated mission and values. To supervise police field operations on an assigned shift; to provide lead supervision and personally perform investigation, patrol and traffic duties; and to perform a variety of administrative and technical duties in support of the Department's goals and objectives.

Supervision Received and Exercised:

Receives direction from higher level supervisory and management staff.

Exercises direct supervision over sworn and non-sworn police staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective services and support in assigned area of responsibility; implement policies and procedures.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Review the work of departmental personnel to ensure compliance with Department policies and procedures; review reports submitted by officers to verify completeness and the meeting of prescribed standards.
- Participate in the selection of staff; participate in evaluating staff performance; work with employees to correct deficiencies; implement discipline procedures.
- Plan, direct and supervise the activities of officers assigned to field patrol; provide overall technical and administrative direction to assigned personnel; contact subordinate officers on shift periodically; follow up on problems and complaints.

Effective March 1989
Revised June 1997
Revised November 2000
Revised January 2002 (title change)
Revised January 2002 (Changed minimum qualifications)
Revised December 2003 (Changed minimum qualifications -back to original)
Revised May 2009 (included Lieutenant and revision to assignment areas)

CITY OF TEMPE Sergeant (continued)

- Respond to major crimes, accident scenes and emergencies; assume initial command; contact and advise the appropriate Lieutenant or Commander.
- Supervise and participate in all normal shift duties as assigned including enforcing local and State laws, issuing citations, making arrests, administering first aid and transporting offenders.
- Complete required reports and documentation relating to activities.

When on assignment:

- Serve as sergeant in specific assigned areas such as Patrol, Criminal Investigations, Special Investigations or Professional Services Bureau. Provide overall technical and administrative direction to assigned personnel.
- Plan, direct and supervise activities of officers assigned to police investigations; supervise and conduct criminal investigations including crimes against persons and property, narcotics, juvenile offenses and related felony crimes; analyze crime patterns and trends; prepare associated reports and statistics.
- Supervise crime scene investigations; ensure collection, preservation and proper handling of physical evidence and property.
- Supervise the investigation of fatality and serious injury accidents; review accident reports; prepare monthly traffic enforcement statistics and reports.
- Plan, direct and supervise the activities of officers assigned to traffic enforcement; coordinate selective traffic enforcement program; oversee parking enforcement activities; plan, coordinate and supervise traffic control activities for special events, parades and street closures.
- Ensure proper reporting of State funds for tasks forces and other funded activities; establish and maintain contact with other City departments and divisions; review expenditures and revenues to ensure the accuracy of all statements; compile budget and statistics information as requested.
- Supervise and train new sworn and non-sworn officers and employees on departmental policies, procedures and activities.
- Coordinate and oversee Police Officer Reserves and Explorer Programs; assign
 equipment and work assignments to Reserve Officers and Explorers.

CITY OF TEMPE

Sergeant (continued)

 Serve as a school liaison; prepare public safety presentations for school students; may refer juveniles to proper authorities when home or other

conditions are unsatisfactory.

Supervise canines; select and train animals for mounted and K-9 units.

Review all reports and activities on assigned shift.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of current, continuous service as a City of Tempe Police Officer, plus

the educational requirements listed below.

Education:

An Associate of Arts (AA) degree or verifiable successful completion of 60 credit

hours with a grade of C or better from an accredited college or university.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Possession of Arizona Police Officers Standards and Training (POST) Certification.

Page 3 of 3

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 458

Status: Non-Exempt / Classified

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